

CITY OF ASHLAND
2018 Program Year Community Development Block Grant (CDBG)
Application

These completed Sheets shall be included as the first pages on all submittals.

I. APPLICANT INFORMATION

Applicant Organization Name:

Ashland Housing Opportunities, Inc. (AHO)

Executive Director's Name(s): AHO does not have an Executive Director (ED), Karla McCafferty is the ED of Options for Southern Oregon

Board Member Names (attach separate sheet)

Applicant Mailing Address:

Ashland Housing Opportunities, Inc.
1215 SW G Street
Grants Pass, OR 97526

Applicant Street Address:

IRS Classification: 509 (a) (2)

Federal Tax ID#: [REDACTED]

Mission Statement: (may be attached)

Ashland Housing Opportunities provides housing for people with psychiatric disabilities. We work with Options for Southern Oregon to offer programs and opportunities to these individuals to inspire hope while supporting their participation as respected members of the community.

Total Employees: 0 Total Volunteers: 0

II. CONTACT PERSON (designate a contact person who is familiar with the project)

Name: Duward Brown
Title: Housing & Facilities Director
Phone Number: (541) 476-2373
Fax Number: (541) 476-1526
E-mail Address: dbrown@optionsonline.org

III. PROJECT INFORMATION SUMMARY

Project Name or Title:

StarThistle Apartments

Expected Completion Date: September 30, 2018

Requested CDBG Funds: \$49,653

Organizational Match: \$ 5,517

Funds from Other Sources: \$ 0

Total Project Cost: \$ 55,170

**2018 CDBG Proposal
Request for Funding from Ashland Housing Opportunities**

2) Project summary including a brief description, project background and a list of project objectives.

Ashland Housing Opportunities, Inc. (AHO) is applying for CDBG funding to replace the roof and paint the exterior of the StarThistle Apartments complex located at 1971 Siskiyou Boulevard in Ashland, Oregon. StarThistle Apartments provides 11 affordable housing units for individuals with a diagnosis of a severe and persistent mental illness (SPMI). The ongoing lack of adequate housing for adults with SPMI is one of the biggest obstacles to the stability and basic safety of this client population. The complex was developed based on requests from both consumers and family members living in Ashland. While the property is owned by AHO, the property is managed by Options for Southern Oregon (Options), a private nonprofit agency which provides mental health services in Jackson and Josephine Counties.

Options applied for and received funding for this HUD 811 project in 1996. Construction of this 12 unit apartment complex consisting of 11 affordable housing units and one manager unit was begun in April of 1998. Upon completion, the project was the first low-income special needs housing of its kind in Ashland. In addition to a Housing Trust Grant, the City of Ashland provided construction funding and funding to assist in initial staffing and an in-kind contribution as were also provided by waiving all systems development charges. StarThistle Apartments have been fully occupied since construction was completed, and there is a wait list for vacancies.

Maintaining StarThistle is essential to ensure that this population continues to have safe, affordable housing within the city of Ashland. To this end, we have been diligent in completing repairs and property improvements. Examples of the repairs and improvements done to the property include: rehabilitation of the flooring, cabinets, paint and fixtures in units 10 & 12; replacement of flooring as needed; replacement of plumbing and electrical fixtures as needed; updating all exterior and interior lock mechanisms; updating appliances as needed; replacement of all hot water heaters, and updating the lighting in all common areas, as well as most individual units, to energy-efficient LED fixtures.

According to The City of Ashland's 2015-2019 Consolidated Plan the need for affordable housing and supportive services for the non-homeless special needs population, such as those with SPMI, was identified by community members and service providers and is also supported by community needs assessments. It is also identified as a high priority need in the City of Ashland Community Development Block Grant (CCBG) Request for Proposals (RFP). StarThistle has been providing safe, affordable independent housing in Ashland for 20 years and is in great need of rehabilitation to be able to continue to serve this population. New roofing and exterior paint will help preserve the longevity of the property. The applicant, Ashland Housing Opportunities, Inc., would be unable to afford the full cost of the repairs without CDBG funding. We have received two bids for the

rehabilitation of the roof and three bids for painting the exterior of the building. The bids are attached to this proposal as items Two and Three under the Attachment section.

3) Property and Project Information

a) Property location relative to jobs, schools, transportation , shopping and services
StarThistle's location within the City of Ashland helps to ensure that the residents have easy access to important community resources such as healthcare, education, employment, socialization, recreation, and shopping opportunities. The property is situated one mile south of Southern Oregon University and in close proximity to a wide variety of stores, offices, restaurants, coffee shops, places of worship, and other amenities. There are two large grocery stores within 2 miles of the property as well as smaller convenience stores located within 0.5 miles. Residents can also access food using the Ashland Emergency Food Bank, located 1.8 miles away, and often plan trips to go there together.

StarThistle is located 3.1 miles away from Asante Ashland Community Hospital and 0.7 miles away from Valley Immediate Care, an urgent care clinic, which allows residents to access medical care quickly. Other key community resources located close to the property include the Ashland Library and the Ashland Community Resource Center, both of which are 1.9 miles away. While many of these local resources are within walking distance, residents can also access them using Rogue Valley Transit, which has a bus stop adjacent to the property.

b) Total floor areas of buildings and size of land site

1 building: 9,705 sq. ft.
Lot: 32,628 sq. ft. (0.75 acres)

c) Types & number of residential units and total number of bedrooms

There are eleven 1-bedroom units and one 2-bedroom manager unit. There are a total of 13 bedrooms in the complex.

d) Number of extremely-low, low-, and moderate-income units proposed

There are twelve units in the existing complex, eleven which are extremely-low, and low-income units. The complex provides independent housing for individuals with a diagnosis of a SPML.

e) Number of units accessible to the disabled

One

f) Square footage of units and description of amenities such as private balconies or storage areas

The 1-bedroom units are each 560 sq. ft. The 2-bedroom manager's unit is 841 sq. ft.

The parking lot has 16 spaces available, including one Americans with Disability Act (ADA) accessible space.

- g) Square footage of common areas such as community or laundry rooms**
The square footage of the common areas, which consists of one laundry room, 2 common storage closets, and one community room, equals 2,704 sq. ft.
- h) Square footage of commercial space, if any**
N/A
- i) Year property was built:**
1998
- j) Describe condition of any existing housing proposed for acquisition and any alterations planned. Briefly discuss the total cost of the proposal relative to new construction.**
N/A
- l) Describe the target population. Include the suitability of the property for the target population, the tenant selection process, brief description of any residential services and the resources identified to fund the services.**

The property is designated by the U.S. Department of Housing and Urban Development (HUD), as an 811 Project Rental Assistance Contract (PRAC), through the Section 811 Independent Housing for Persons with Disabilities program. The units promote independent living designed expressly for adults with an SPMI. All applicants age 18 or older are screened for suitability. Screening criteria is applied consistently to all applicants and consideration of extenuating circumstances will be considered throughout the screening process. Applicants must have a documented mental health diagnosis by a licensed mental health professional, be considered low income or fifty percent (50%) below area Median Family Income, and not currently residing in subsidized housing.

Applicants are also screened for criminal history. Examples of criminal history which could make an applicant ineligible include: eviction in the last three years from federally-assisted housing for drug related criminal history, current illicit drug use (including marijuana as per federal prohibition), lifetime or current registration under a state sex offender registration program, a conviction of manufacturing methamphetamine on the premises of federally subsidized housing, violent criminal activity, any criminal activity, illicit drug use or alcohol abuse that the Owner feels may interfere with the health, safety and otherwise peaceful environment of the premises by other residents, and unlawful obtainment of government assistance.

This property was created to provide affordable independent housing for individuals with SPMIs and residents are encouraged, but not required, to take part in mental

health services and programs. We offer assistance to help residents live as independently as possible.

m) Indicate how many years the property will remain affordable and the mechanism that will be used to ensure the affordability period.

The Firm Commitment for Capital Advance Financing on this project was signed by HUD on 12/30/1997. This specifies the period of affordability of the project for no less than 40 years. The end of the period of affordability will be 2038. This project must remain accessible to very low-income persons with disabilities for 40 years or any Section 811 funds used to capitalize the project must be repaid.

4) Briefly describe the services to be provided, if any, and describe the eligible target population receiving direct benefit from these services (low-income, homeless, special needs).

StarThistle Apartments offers low-income people with chronic mental illness both affordable housing and some assistance to help them live as independently as possible. StarThistle does not provide clinical services on-site but it does interact with service providers through minimal coordination when necessary. Skills training and counseling services which support independent living are available to residents. These services include: housekeeping skills training, budgeting and money management, shopping, menu planning and nutrition, medication education and management, recreation and socialization, supportive counseling, transportation, crisis intervention, case management, and psychiatric services. StarThistle is an independent housing complex and not a residential treatment facility; residents are encouraged but not required to access mental health services.

5) A work program and time line including a complete list of tasks with estimated start and completion of each task.

Upon receipt of CDBG funding the roofing project will begin. At that time we will request RFAs for the projects in a bidding process on May 1, 2018. The deadline to receive proposals will be May 30, 2018 and selection of contractors would be by June 15, 2018. The roofing project will precede the painting. The roof project will begin approximately June 29, 2018 and be completed by July 27, 2018. The painting project should commence no later than July 30, 2018. The entire project is estimated to complete no later than September 30, 2018.

6) Financial Information

A budget describing total cost, cost per task, existing (secured) project funds and unfunded costs. Identify any and all source(s) of funding. This would include other Federal and State grants and loans, monetary donations, in-kind contributions, volunteer labor, donation of

materials and supplies, etc. In addition to addressing the questions below please complete attached Form B – Uses of Funding & Form C – Sources of Funding. Provide a detailed financial description of the proposed project, including Rent Schedule, Sources/Uses of Funding and Operating Budget Income/Expense, and utility allowances.

- a) Describe the assumptions used to determine the total project cost. Indicate the sources consulted and how costs were determined.**

Total project costs are determined by a competitive bidding process that included two bids for the roofing and three bids for the painting. Entities that we secured bids from are licensed contractors that are generally known to us and that we have found to be competitively priced on other projects. Please see the attached Project Budget (Attachment Four) for a breakdown of project costs.

- b) Was consideration given to remaining economic life of the property and potential cost increases such as unanticipated repair or relocation costs? Maintenance costs? Operating costs? (Not applicable for social service applications involving direct services to qualified low- or extremely low- income persons)**

With a new roof and painting as well as other planned repairs the remaining economic life of the property will extend well beyond the next 20 years of its period of affordability. We recently completed a capital needs review that was submitted to HUD. This review supported our request for an increase in deposits to our reserve for replacement account. This increase was approved by HUD. The reserve for replacement deposits leave us well positioned to address unanticipated repair or relocation costs. Our annual budget review process takes into account maintenance and operating costs. As these costs rise due either to inflation or other factors we will look to offset this by requesting rent increases from HUD. We have found over the 20 year history of this project that these HUD increases have been approved when the need is demonstrated as evidenced by our recent rental increase approval. It should be noted that this project has a project based subsidy from HUD. Tenants will never pay more than 30% of their income in rent. We have included the Rent Schedule (Attachment Five) and Utility Analysis (Attachment Six) for more information. Rental increases generally do not affect the tenant paid portion of rent, but rather increase the housing assistance payment that we receive from HUD.

- c) Describe the financial assumptions used to develop the operating budget. Include projected rent increases, other sources of income for operation and maintenance expenses, and inflationary factors. For social service award requests please include financial assumptions relating to increases in wages, materials and overhead, or other costs associated with the proposed activity.**

The fiscal year runs from October 1 through Sept 30. An annual budget is required to be submitted to HUD for the coming fiscal year prior to Sept. 30. This budget includes all income and expense projections including but not limited to rental income, maintenance expenses, and inflationary factors. It must contain revenue and expense figures from the project's last fiscal year-end profit and loss statement, year to date revenue and expense

figures for the current fiscal year that specify the number of months the data covers, and estimated revenues and expenses for the project's next fiscal year(Attachment Seven). Any line item increase in expense of greater than 5% from the prior annual period must include a narrative explaining the basis for the increase. Any rental increase must be approved along with and the need for such increase demonstrated in the submitted budget. Budgets and rental increases are reviewed and must be approved by the project's HUD account executive in the Asset Management Division in the Multifamily West Region.

We have included our most recent balance and profit and loss reports (Attachment Eight), which are current as of September 30, 2017, as well as our 2015-2016 audited financial statement (Attachments Nine and Ten) . We are in the process of finalizing our 2016-2017 audited financials and expect them to be completed by May 15, 2018. Please note, our Balance Sheet (Attachment Eleven) shows Residual Receipt balance of \$6,102.36, however in accordance with the Consolidation Appropriations Act, 2016 (P.L. 114-113) we are required to remit any residual receipt balance greater than \$250 per unit at the end of the annual PRAC contract term.

d) Discuss non-typical expenses or those outside industry standards.

N/A

e) Attach letters of funding commitment from other sources, if available.

N/A; This project will be completed with CDBG funds and 10% in matching funds from AHO's reserve for replacement account.

f) Will a property tax exemption be requested for the project? If so, what is the estimated dollar value of the tax exemption over the twenty-year period? Please briefly detail the calculation method used to estimate the value and the process your organization would undertake to obtain the exemptions or appraised value adjustment. (Not applicable for social service applications involving direct services to qualified low- or extremely low- income persons)

AHO is a not for profit 509(a)2 organization. StarThistle is an established qualified tax exempt property.

7) Eligibility for Federal Funding

Will any of the following activities be part of the proposed project?

- **Property Acquisition**
- **New Construction (non-residential)**
- **Removal of Architectural Barriers**
- **Rehabilitation Costs**
- **Development Costs**
- **Client Services**

- **Specification Preparation (Construction/Rehab)**
- **Relocation Benefits (if required)**
- **Appraisal (for acquisitions)**

Federal funding has certain regulatory requirements. The following information is required to determine eligibility for federal funding.

This proposed project will have rehabilitation costs which include costs for replacing the roofing and painting of the exterior of the building.

General Information

a) Is the proposed project within the Ashland City limits? If not, explain.

Yes

b) Specify the proposed tenant or client income level; state in terms of percentage below area median for the Medford-Ashland standard metropolitan statistical area (MSA). The current income guidelines are included on page 10 above.

All tenants must be considered low income or fifty percent (50%) below area Median Family Income. All households must submit documentation that verifies all household income. This information is then verified through Enterprise Income Verification. Income verification is kept in tenant file to current HUD standards. All household must recertify that they meet income limits on an annual basis or at any time that they have a change in income.

c) Describe any financial or legal commitments made to the project.

In accordance with the Ashland CDBG 2018 RFP AHO is required to contribute at least 10% in matching funds for the project. The property itself has additional legal requirements from HUD. StarThistle granted a capital advance of \$773,200. In accordance with the HUD new construction capital advance financing program, the mortgage does not incur interest and shall be repayable only if it does not remain available for very low-income eligible individuals or 40 years. It cannot be repaid without permission from HUD. Additionally, the property is 20 years into its 40 year period of affordability and therefore is required to continue to be accessible for very low income individuals with disabilities until 2038.

Housing Development, Land Acquisition, or Rehabilitation Specific Information

d) Will permanent housing units be converted or demolished? If so, how many?

No

e) Is the proposed housing site located in a 100-year flood plain?

No

f) Has a Level 1 environmental assessment been done for the site? If yes, attach the report.

A Level 1 environmental assessment has not been done for this site.

g) Is the proposed housing site located adjacent to a major arterial road or near a railroad?

StarThistle Apartments are not located near a railroad. The property is located .7 miles to Hwy. 66 (via Siskiyou Blvd), a main arterial road.

h) Is the proposed site located adjacent to an aboveground flammable storage tank?
No

i) Will the proposed project impact historic features? If yes, explain.
This project will not impact any historic features.

8) Briefly describe the agency's mission and service history. The City may request copies of the agency's financial audit or review for the last two years prior to contract signing in order to determine agency's capability to successfully complete the project.

While the StarThistle Apartment complex is owned by Ashland Housing Opportunities, Inc., Options for Southern Oregon is the managing organization for this property. Management of this property includes, but is not limited to, all oversight of design and construction as well as property maintenance, HUD reporting and compliance, residential selection, and service delivery. Options owns or manages over 30 properties including low income housing, residential treatment programs, and commercial office buildings.

Options has provided housing services to persistently mentally ill adults since 1984. The goals of Options residential system are: 1) To create safe, secure, affordable, and attractive non-institutional housing for low income psychiatrically disabled adults; and 2) To provide an opportunity for development of independent living skills in the least restrictive setting.

The capacity of Options to sponsor housing is evidenced by its careful and effective development of 11 housing projects in the Southern Oregon area since 1984.

9) Will the project promote self-sufficiency for extremely low-, low- moderate-income families, or individuals with special needs?

The ongoing lack of adequate housing for low income adults with SPMIs is one of the biggest obstacles to the stability and basic safety of this client population. Independent housing units such as StarThistle provide more than just housing for residents; residents also have access to life skills training services and case management. We tailor our services to each individual and can create service plans based on the individuals' needs and strengths to promote their self-sufficiency.

10) Please identify how your project benefits extremely low-, low and moderate-income individuals or individuals with special needs.

a) For proposed projects serving a low-income area (i.e. public facility improvements, community center or other neighborhood serving facility), provide the following data, including documentation of the sources of information for the following statistics:

- **Number of extremely low-, low- and moderate income individuals served in the project area on an annual basis.**
In 2017 there were 13 low income individuals served. Please see the attached Vacancy Listing (Attachment Twelve) and Move-In Listing (Attachment Thirteen) documents for verification. Please note, unit 12 is listed as vacant in the Vacancy Listing document as it is the Manager's unit.
- **Total number of individuals served in project area on an annual basis.**
In 2017 there were 13 low income individuals served. Please see the attached Vacancy Listing and Move-In Listing documents for verification. Please note, unit 12 is listed as vacant in the Vacancy Listing document as it is the Manager's unit.

b) For proposed projects serving a target population (i.e. homeless families, battered women, people with AIDS, special needs populations, etc.) provide the following data, including document sources of information for statistics.

- **Specify the target population to be served.**
StarThistle provides affordable independent housing for very low and low-income individuals with SPMIs. The ongoing lack of adequate housing for adults with severe and persistent mental illness is one of the biggest obstacles to the stability and basic safety of this client population. According to the City of Ashland Consolidated Plan for 2015-2019, housing and services for people with special needs is a high priority for the use of CDBG funds over the 5 year period.
- **Number of low and moderate-income individuals in target population to be served on an annual basis. (This count cannot include repeated visits or use by the same individuals.)**
StarThistle provides 11 one bedroom units for individuals or households that qualify as very-low income. There is a maximum of three occupants per one bedroom apartment; therefore the property could potentially house 33 individuals at any one time. Historically the property's residents have been predominantly single individuals. The manager's two bedroom unit has a maximum occupancy of five.

- **Total number of individuals in target population to be served on an annual basis.**

A minimum of 11 individuals will be served annually. This number may be greater in the event that there are households of greater than 1 individual or in the case of unit turnover, where one unit may house two or more different individual in a given year. For example, because we had two turnovers in 2017, the property housed a total of 13 residents during that calendar year. StarThistle has been fully occupied since it opened in 1998 and we maintain a waitlist.

- **Percent low and moderate income.**
100 % low income.

11) Briefly describe how your proposal will ensure that moderate income individuals do not benefit to the exclusion of extremely-low or low-income individuals.

The selection criteria of this project require individuals to be considered low income or fifty percent (50%) below area Median Family Income. Households must provide documentation to prove income amount and must recertify annually as well as any time there is a change in household income. This information is vetted through Enterprise Income Verification.

12) Indicate if you expect the project to cause low and moderate income housing to be demolished or converted to another use (see attachment "Relocation Strategy Guidance"). If so, explain.

This project will not require demolition and will not be converted to another use.

13) Project Feasibility

Please describe your readiness to proceed concerning whether land use issues have been resolved and whether your organization has the administrative capacity to complete the project proposed.

Describe the feasibility of the project:

- a) **Does the applicant have the experience and capacity to complete and or manage the project proposed? Briefly describe applicants capacity and experience in providing, maintaining and managing housing, particularly low-income housing similar to the proposed project.**

Options has been a leader in bringing effective programs to Oregon since 1981. Options has developed and manages 11 independent and supportive housing projects since 1984. Six housing projects are located in Grants Pass and include OHA/Willows Apartments (1993), Blackberry Knoll Apartments (1996), Red Oak Manor (2000), Manzanita

(2009), The Cedars (2011), Northglen (2012), Southglen (2016) and Freedom House I, and Freedom House II (2013). Options other independent housing projects in Jackson County include StarThistle (1998) and Westview Commons in Douglas County (2002). Options has successfully developed these facilities, managed the physical property, and employed the staff who provide oversight and supportive services for those residing tenants.

Options role in developing these facilities included:

- recognizing and responding to the shortage of residential alternatives
- organizing consumer groups for input on design and operation
- submission of the HUD application
- contracting and coordinating the general contractor
- assisting in the design of the project
- developing the necessary forms, policies and procedures and assessment tools
- providing the funds for the start-up costs
- furnishing the facility
- employing and supervising the staff who operate and provide supportive services at the project
- managing the physical plant

Options' residential treatment programs and managed independent housing programs are long-standing and have played a significant role in providing Southern Oregon individuals with mental illness and recovery from substance use disorders obtain and keep housing.

Options' housing and treatment residential programs are overseen by the Executive Director, Chief Operating Officer, and Clinical Director who combined have more than 50 years of housing and residential treatment experience including serving people with substance use disorders, dual diagnosis, mental illness, brain injury, developmental disability, behavioral need, chronic physical conditions, Axis II disorders, Alzheimer's and dementia. Along with the executive level oversight, Options has a quality assurance committee that monitors compliance issues. The team provides ongoing education and services and supports to the staff working in the housing and residential programs. Options has a fully implemented Electronic Health Record system that contributes to these oversight activities.

Options Housing and Facilities staff oversee the maintenance of the physical property as well as serve in the role of landlord. This includes entering into lease agreements with residents and ensuring the collection of rents. Options housing projects have received national and local recognition over the years.

b) Are the ongoing operating expense and maintenance reserve estimates reasonable?

Our proposed budget for October 1, 2017 to September 30, 2018 has been approved by HUD. This included a rental increase that will allow ongoing operating expenses to be adequately covered. This budget also included an increase to our monthly deposits in our reserve for replacement account. In addition, to the proposed roofing and painting of the building, we will be looking to our reserves in the near future to update aging fixtures and appliances as well as flooring in common areas.

c) Does the applicant have a purchase option on the property, letter of support from the property owner(s), or some other assurance that the property is available for acquisition?

This is not applicable as we are the existing owners of the property.

d) Does the project require temporary or permanent relocation and if so have comparable units been identified and costs of relocation been accurately determined? Provide a tenant relocation strategy, cost estimate and existing tenant survey to address federal Uniform Relocation Act requirements which may impact your project.

This project will not require tenant relocation.

e) Describe relocation strategy for the project.

N/A

f) Does the project require land use approvals such as Site Review, Annexation, Zone Change, Minor Land Partition, Demolition, or Conditional Use permits?

No

g) Has a pre-application been completed with the Ashland Planning Department?

N/A

h) What is the condition of any improvements on the property and what is the expected life of the property?

The improvements on the property consist of the 12 unit apartment complex. The overall condition of the building is good. It is a twenty year old building. We have been able to update some of the units as we have had unit turnover, We believe that with a new roof, painting and the updates of interior flooring, fixtures, and appliances mentioned above we will have a building in excellent condition that will be able to meet the needs of low-income tenants for the remaining 20 year period of affordability and beyond. In addition to the improvements mentioned the recent increase in deposits to our reserve account will leave us well positioned to address future repairs and replacements.

i) Describe commitment of project funding from other sources.

A 10% match will be contributed by AHO.

14) Indicate whether the project will have any negative impacts on historic or architecturally significant properties on the environment. All projects will be subjected to an Environmental Review Report and certain projects depending on scale, i.e. new construction, must undergo an Environmental Assessment.

This project will not have any negative impact on historic or architecturally significant properties on the environment.

15) Please attach any other statistical data, letters of support, applicable experience of the sponsor, evidence of financial support from other funding sources, or other material you believe will assist the City in its review of your proposal.

Please see the attached Letter of Support from Options for Southern Oregon (Attachment Fourteen), AHO's IRS Designation Letter (Attachment Fifteen), and Certificate of Incorporation (Attachment Sixteen).

16) CDBG Application Checklist (see pages 25-26). Attach Forms A, B, & C.

Attached hereto following Attachment Section.

15: Attachments

- 1. Description Of Work To Be Completed**
- 2. Roofing Bids**
- 3. Painting Bids**
- 4. Project Budget**
- 5. Rent Schedule**
- 6. Utility Analysis**
- 7. Budget Worksheet: Income and Expense Projections**
- 8. Profit and Loss Statement**
- 9. Statement of Financial Position As of September 30 2016 and 2015-Audited**
- 10. Statement of Activities as of September 30 2016 and 2015-Audited**
- 11. Balance Sheet**
- 12. Vacancy Listing**
- 13. Move-In Listing**
- 14. Letter of Support**
- 15. IRS Designation Letter**
- 16. Certificate Of Incorporation**

DESCRIPTION OF WORK TO BE COMPLETED

Roof Replacement:

Tear off existing roof to sheathing.
Inspect for dry rot/damaged wood; replace if necessary.
Install synthetic underlayment, baked enamel eave and flashings.
Install fiberglass shingles.
Install new pipe flashings.
Install new attic vents.
Fabricate and install other roof related sheet metal work, as needed.
Install ridge caps.
Clean up and dispose of debris.
Replace fascia at gable ends of roof*

Painting:

Pressure wash building exterior.
Caulk, scrape, and prep building for paint.
Prime raw wood and spot prime where needed.
Paint two coats.
Trim two coats, including windows, doors, and fascia/gutters.

*AHO is absorbing the \$3,500 cost of replacing the fascia on this project. Therefore, the \$3,500 is not included in the budget. If it was, then the total contribution to the project from AHO would be 15%.

HOAG ROOFING

842 Enterprise Drive
Central Point, OR 97502
Ph: 541-779-7743 Fax: 541-779-7743

Billing Address
Options for Southern Oregon
1215 SW G Street
Grants Pass, OR 97526

PROPOSAL

Estimate# 18-ES2164
Date 2/7/2018

Job Address
1971 Siskiyou Bvd.
Ashland, OR 97520

Description

Tear off existing roofing to sheathing.
Inspect for dry rot and damaged wood. If found, it will be replaced at a rate of \$2.25 per lin. ft. for lumber and plywood and \$65.00 per hour for labor.
Install synthetic underlayment using 1" cap nails.
Install baked enamel eave and rake edge metal flashings, color match.
Install Pabco Limited Lifetime class "A" fire-rated, wind sealed architectural fiberglass shingles using 12 ga 1.25" nails.
Install new pipe flashings.
Install new (RVO-38) attic vents to color match with shingles.
Fabricate and install all other roof related sheetmetal work as needed.
Install Shadow cap ridge caps.
Clean up and haul away debris created by roofing work.
10 Year Workmanship Guarantee / Limited Lifetime Material Warranty

Price Complete:

\$27,670.00

Thank you for calling Hoag Roofing

Signature _____ Date _____

Payment due at completion of job

Oregon-172649 California-332101 Washington-601698011

By signing and dating this estimate, you acknowledge you have read and accepted its terms and conditions including the following: All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any deviation from and/or addition to the specifications indicated within this estimate, including but not limited to any sheathing to be replaced and/or carpentry work required, may result in an extra charge over and above the estimate. Hoag Roofing cannot be responsible for dirt infiltration through roof or ceiling. We cannot be responsible for asbestos handling and/or removal necessitated by damage occurring during the performance of the herein described work (including but limited to the repair of asbestos "popcorn" ceilings). All agreements are contingent upon accidents or delays beyond Hoag Roofing's control.

Please sign, date and return to Hoag Roofing

Proposal

Hadley Roofing, Inc.

1995 Fairlane Drive

Medford, OR 97501

Phone: (541) 779-9545 Fax: (541) 772-2068

License No. 44133

Proposal Submitted To: Steven Kraft	Date: 2/16/18
Street: Unknown	Job Name: Siskiyou Blvd. (1971), Ash.
City, State and Zip Code: Unknown	Job Location: 1971 Siskiyou Blvd., Ashland
Attention: Steven	Tenant: Unknown
Phone: 778-6200	Job Phone: Unknown
Email: skraft@optionsonline.org	Proposal Submitted By: Richard E. Hadley

We hereby submit specifications and estimates for re-roofing the commercial building at the above job address with your choices of the following:

- A. After furnishing a permit we will remove the existing roofing and dispose of the debris. We will install synthetic #15 underlayment, pipe flashings (painted to match the new roofing), colored edge metals, side wall flashings, end wall flashings, colored metal air vents, vented ridge where needed, and your choice of brand name and color of 30-year limited lifetime architectural composition roofing shingles with matching colored 3-tab shingles on the ridge. On the small flat roof, we will hand nail a fiberglass base sheet and torch apply a layer of smooth and a layer of granulated surfaced modified bitumen (rubber) roofing which is a 20-year system. The cost will be \$24,603.00.
- B. We will install optional, decorative, hi-profile ridge cap on the ridges (instead of the flatter 3-tab shingles). The cost will be \$525.00.

We will replace any bad wood with a similar sized product for \$45.00 per man hour plus the cost of materials.

All work will be done complete as per manufacturer's recommendations.

There will be a ten-year workmanship guarantee on the work that we do; starting the day the job is complete.

Upon acceptance, after indicating your choices by circling the corresponding letters, please sign and return a copy so we may schedule your work to be done.

We Propose hereby to furnish material and labor-complete in accordance with above specifications, for the sum of:
Prices as listed above.

Payment to be made as Follows: Payment in full upon completion of the job.

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon orders, and will become an extra charge over and above the estimate. All agreement contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. Hadley Roofing is not responsible for debris or dust filtration when removing existing roofs. After 30 days a late fee of 2% per month is charged on all past due accounts.

Authorized Signature: Richard E. Hadley, Hadley Roofing, Inc.

Note: This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. In the event this agreement is not paid as agreed, then reasonable attorney's fees and collection costs even though no suit or action is filed will be paid, however, if a suit or action is filed, the amount of such reasonable attorney's fees shall be fixed by the Court or Courts in which the suit or action, including any appeals therein, is tried, heard, or decided.

Date of acceptance _____

Signature _____



FineLine Painting

CCB# 210825

Interior and Exterior Painting

License, Bonded & Insured

Zachary M. Cohen

541-821-5997

Proposal

Page No. ___ of ___ Pages

PROPOSAL SUBMITTED TO <i>Options for Southern Oregon</i>		PHONE <i>541-474-2373</i>	DATE <i>02/02/18</i>
STREET <i>1700 E Barnett Rd</i>		JOB NAME <i>Starthistle Apartments</i>	
CITY, STATE, AND ZIP CODE <i>Medford OR 97504</i>		JOB LOCATION <i>1971 Siskiyou Blvd</i>	
ARCHITECT	DATE OF PLANS	<i>Ashland OR 97520</i>	JOB PHONE

We Hereby Submit specifications and estimates for: Exterior Painting

- 1) Pressure wash entire exterior of Building
- 2) Caulk, Scrape, Prep Building for paint and Spot Prime where Required.
- 3) Mask and apply 2 coats Sherwin Williams Super Paint exterior paint to Entire Building (color/sheen TBD By Owner)
- 4) apply 2 coats Trim to all windows, doors, and facias/Gutters

TOTAL Labor and Materials: \$26,500.00

We Propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:
 Payment to be made as follows 50% down and 50% upon completion dollars \$ 13,250.00
down and \$13,250.00 upon completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature: *Zachary M. Cohen*
 Note: This Proposal may be withdrawn by us if not accepted within 90 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____
 Signature _____

Date of Acceptance: _____

Dean M. Cohen

Ashland Custom Painting & Drywall

13405 Hwy. 66 Ashland, OR 97520

Phone: 541-821-6011

CCB# 153949

Lead #R-1-18351-10-06107

BID

Date: Jan. 25, 2018

To: Options for Southern Oregon
1215 SW G St.
Grants Pass OR 97526

Job Name: Starthistle Repaint
Location: 1971 Siskiyou Blvd
Ashland OR 97520

Attn: Steven Kraft

Bid Specifications:

Paint Brand: Sherwin Williams "Super Paint"

1. Full Paint Job –

- Power Wash (hot water)
- Hand scrape, sand & prime all flaking surfaces
- Complete caulking package (windows, doors, fascia, rafters & trim)
- Mask & Prep
- Building Body - Two (2) coats paint
- Trim - Two (2) coats paint

TOTAL: \$27,500

Job will be completed within 30 days of contract signing

Notes: Client responsible for pruning building landscaping as determined to be needed.

Payment Terms: 50% deposit upon contract signing. Balance @ net 30 days.

Superior Coatings LLC

1588 Dowell Rd
 Grants Pass OR 97527
 CCB# 194555

Estimate

Date	Estimate #
2/2/2018	2153

Name / Address
Options 320 SE M Street Grants Pass, Or 97526 541-778-6200

Project

Description	Qty	U/M	Cost	Total
For services rendered in the form of exterior painting for Options at 1971 Siskiyou Blvd, Ashland and matching out buildings as well as coverings and trellising. Work done to include thoroughly powerwashing all surfaces with bleach and moldicide. All failed caulking to be recaulked using a 55 year product. Anything in danger of paint overspray to be masked and/or covered. All raw wood to be primed. Paint to be applied to body being backrolled for best adhesion. Trim to go a second accent color and be applied via brush and roller. All materials included. Finish paint to be of PPG's Fortis 350 line.			27,500.00	27,500.00
Thank you for the opportunity to bid this project!			Total	\$27,500.00

Customer Signature _____

**Project Budget for StarThistle Apartments
Ashland Housing Opportunities/Options
City of Ashland CDBG Grant**

INCOME:	Request	Pending	Committed	Project Income
City of Ashland CDBG	\$ 49,653	\$ 49,653		\$ 49,653
Options	\$ 5,517	\$	\$ 5,517	\$ 5,517
Total Projected Income				\$ 55,170
EXPENSES:				Total Cost
Tear off roofing/sheathing; replace any damaged wood; install underlayment, metal flashings, architectural fiberglass shingles and ridge caps, new pipe flashings, attic vents, and sheet metal as needed; clean up and haul away	\$ 27,670			\$ 27,670
Pressure wash building exterior; caulk, scrape, prep and prime building; mask and apply two coats paint; paint trim, windows, doors and gutters	\$ 27,500			\$ 27,500
Total Project Cost				\$ 55,170

Please note that AHO will be contributing \$3,500 to install new fascia during the roofing project. We have not included it in the project budget. This contribution would make a 15% match from AHO.

Part G – Information on Mortgagor Entity

Name of Entity

ASHLAND HOUSING OPPORTUNITIES, INC

Type of Entity

- Individual
 General Partnership
 Joint Tenancy/Tenants in Common
 Other (specify)
 Corporation
 Limited Partnership
 Trust

List all Principals Comprising Mortgagor Entity; provide name and title of each principal. Use extra sheets, if needed. If mortgagor is a:
 • corporation, list: (1) all officers; (2) all directors; and (3) each stockholder having a 10% or more interest.
 • partnership, list: (1) all general partners; and (2) limited partners having a 25% or more interest in the partnership.
 • trust, list: (1) all managers, directors or trustees and (2) each beneficiary having at least a 10% beneficial interest in the trust.

Name and Title

JAN JANSSEN, PRESIDENT 541-66-3002

Name and Title

DAN ROWE, VICE PRESIDENT 544-48-7408

Name and Title

MICHAEL BIANCA, SECRETARY/TREASURER 565-06-5848

Name and Title

FREDRIC BERGER, DIRECTOR 187-44-2415

Name and Title

JAN SNYDER-BROWN, DIRECTOR 384-36-5464

Name and Title

Part H – Owner Certification

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name and Title

JAN JANSSEN, President

Authorized Official's Signature

Jan Janssen

1/18/2018
Date (mm/dd/yyyy)

Part I – HUD/Lender Approval

Addendum Number

Branch Chief/Lender Official Signature

HAP Contract Number

Ramona Mitchell

RAMONA MITCHELL

Date (mm/dd/yyyy)
01/19/2018

Exhibit Number

Director, Housing Management Division Signature

Loan Servicer Signature

[Signature]

Date (mm/dd/yyyy)
1/18/2018

Date (mm/dd/yyyy)

Public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This collection of information is authorized under Section 207 of the National Housing Act. The information is necessary for the Department to ensure that project owners are not overcharging their tenants and to ensure that the rent levels approved by the Department are not exceeded. The Department uses this information to enforce rent regulations which otherwise would be difficult because there would be no clear record of the rents and charges that the Department had approved. In addition, the Department needs to periodically collect information regarding project principals, so unauthorized participation by previously excluded or otherwise undesirable owners can be detected. This information is required to obtain benefits. HUD may disclose certain information to Federal, State, and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as required and permitted by law.

Instructions

All project owners must submit the form HUD-92458 when requesting an adjustment to project rents. HUD establishes and approves rental charges and utility allowances on the Form. The owner is responsible for notifying tenants of the approved rents.

General. For projects with fully-insured or HUD-held mortgages, the owner/agent submits this Form to the HUD Field Office. For projects with coinsured mortgages, the owner/agent submits this Form to the lender.

Part A. If the monthly rent potential you are proposing is less than or equal to the Maximum Allowable Monthly Rent Potential approved by HUD/lender on your original Rent Formula or on your most recent Rent Computation Worksheet, complete all of Part A according to the instructions below. If the monthly rent potential you are requesting exceeds the Maximum Allowable Monthly Rent Potential approved by HUD/lender on your original Rent Formula or on your most recent Rent Computation Worksheet, complete only Columns 1 and 2 according to the instructions below. Show your proposed rents and monthly rent potential in the cover letter transmitting your rent increase request.

Column 1. Show each type of unit for which rents will vary. Show the number of bedrooms and bathrooms and other features that cause rents to vary (e.g., 2 BDM, 1 B, DA, KETTE, vs 2 BDM, 2B, DR, K). Use the following symbols:

BDM	- Bedroom	LR	- Living Room
B	- Bath	DR	- Dining Room
K	- Kitchen	DA	- Dining Alcove
KETTE	- Kitchenette		

Column 2. Show the number of units for each unit type. Include non-revenue producing units.

Column 3. For unsubsidized projects, show the rent you intend to charge for each unit type. For subsidized projects, show the contract rent (as defined in HUD Handbook 4350.3) for each unit type.

Column 4. For each line, multiply the contract rent in Column 3 by the number of units in Column 4. Add monthly contract rent potentials for each unit size to compute the total monthly contract rent potential. Multiply the monthly total by 12 to compute the annual contract rent potential.

Columns 5 and 6. Complete the Columns only if the project has a subsidy contract with HUD and some utilities are not included in the rent. In Column 5, show the utility allowance for each unit type. Compute the gross rent for each unit type by adding the contract rent in Column 3 and the utility allowance in Column 5. Show this amount in Column 6.

Columns 7 and 8. Complete these Columns only if the project is receiving Section 236 Interest Reduction Payments. In Column 7, show the market rent for each unit type. In Column 8, for each line multiply the market rent in Column 7 by the number of units in Column 2. Add the monthly market rent potentials for each unit size to compute the total monthly market rent potential. Multiply the monthly total by 12 to compute the annual market rent potential.

Parts B, C, D and E. Complete these Parts according to the instructions on the Rent Schedule.

Part F. Do not complete this Part. The HUD Field Office/lender will complete this Part.

Parts G and H. Complete these Parts according to the instructions on the Rent Schedule.

Part I. Do not complete this Part. The HUD Field Office/lender will complete this part.

Property Name:
 Contract Number:
 Project Number:

Starthistle
 126-HD021

Date 8/8/2017

Contract Units	Units to be Sampled
0 Bedroom Units	0
1 Bedroom Units	9
2 Bedroom Units	0
3 Bedroom Units	0
4 Bedroom Units	0
5 Bedroom Units	0

Average of contract from Analysis
0 Bedroom Units N/A
1 Bedroom Units \$41.95
2 Bedroom Units N/A
3 Bedroom Units N/A
4 Bedroom Units N/A
5 Bedroom Units N/A

	Current Utility Allowance	Proposed Utility Allowance
0 Bedroom Units		
1 Bedroom Units	41	42
2 Bedroom Units		
3 Bedroom Units		
4 Bedroom Units		
5 Bedroom Units		

Budget Worksheet

Income and Expense Projections

U.S. Department of Housing
and Urban Development
Office of Housing
Federal Housing Commissioner

OMB Approval No. 2502-0324
(exp. 12/31/2014)

Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is collected in accordance with Title II of the National Housing Act which requires that HUD regulate rents for certain cooperative and subsidized rental projects. The Department formulated the processes by which owners could request increases. The requirements for tenant participation in the rent increase process, which is included in Section 202(b) of the HCD Amendments of 1978, necessitated that the Department design procedures to give consideration to tenant comments. The information gathered is not of a confidential nature. The information is required in order to obtain benefits.

Project Number	Name of Project
126-HD021	StarThistle

Description of Account	Acct.No.	Statement of Profit/Loss FY ¹⁶	Current FY (no. of mos. ¹⁰)	Budget from (¹⁷) to (¹⁸)
Rental Income 5100				
Rent Revenue - Gross Potential	5120	24446	21111	26887
Tenant Assistance Payments	5121	41686	35419	45053
Rent Revenue - Stores and Commercial	5140			
Garage and Parking Spaces	5170			
Flexible Subsidy Revenue	5180			
Miscellaneous Rent Revenue	5190	6012	5140	6540
Excess Rent	5191			
Rent Revenue/ Insurance	5192			
Special Claims Revenue	5193			
Retained Excess Income	5194			
Total Rent Revenue Potential at 100% Occupancy	5100T	72144	61680	78480
Vacancies 5200				
Apartment	5220	1672	642	770
Stores and Commercial	5240			
Rental Concessions	5250			
Garage and Parking Spaces	5270			
Miscellaneous	5290			
Total Vacancies	5200T	1672	642	770
Net Rental Revenue (Rent Revenue less Vacancies)	5152N	70472	61038	77710
Income 5300				
Nursing Homes/ Assisted Living/ Board & Care/ Other Elderly Care/ Coop/ Other Revenues	5300			
Financial Revenue 5400				
Financial Revenue -Project Operations	5410	4	3	4
Revenue from Investments-Residual Receipts	5430	1	1	1
Revenue from Investments-Replacement Reserve	5440	5	4	4
Revenue from Investments-Miscellaneous	5490			
Total Financial Revenue	5400T	10	8	9
Other Revenue 5900				
Laundry and Vending Revenue	5910	563	642	771
Tenant Charges	5920			
Interest Reduction Payments Revenue	5945			
Gifts (nonprofits)	5970			
Miscellaneous Revenue	5990	50		
Total Other Revenue	5900T	613	642	771
Total Revenue	5000T	71095	61688	78490
Admin. Expenses 6200/ 6300				
Conventions and Meetings	6203		367	462
Management Consultants	6204			
Advertising and Marketing	6210			250
Other Renting Expense	6250			
Office Salaries	6310	803	516	813
Office Expenses	6311	2461	1725	2397
Office or Model Apartment Rent	6312			
Management Fee	6320	6508	4200	6508
Manager or Superintendent Salaries	6330	7688	6617	8179
Administrative Rent Free Unit	6331	6012	5140	6168
Legal Expenses - Project	6340			
Audit Expenses	6350	4700	3500	4700
Bookkeeping Fees/Accounting Services	6351	2228	1440	1728
Miscellaneous Administrative Expenses	6390	1348	697	878
Total Administrative Expenses	6263T	31748	24202	32082

Description of Account		Acct.No.	Statement of Profit/Loss FY ¹⁶	Current FY (no. of mos. ¹⁶)	Budget from (¹⁷) to (¹⁸)
Utilities 6400	Fuel Oil/Coal	6420			
	Electricity	6450	2390	1989	2458
	Water	6451	2503	2144	2649
	Gas	6452			
	Sewer	6453	4228	3752	4238
	Total Utilities Expense	6400T	9121	7885	9346
Operating & Mainten. Expenses 6500	Payroll	6510		34	43
	Supplies	6515	4266	1528	1924
	Contracts	6520	15788	9736	11211
	Operating and Maintenance Rent Free Unit	6521			
	Garbage and Trash Removal	6525	2031	2416	3043
	Security Payroll/Contract	6530			
	Security Rent Free Unit	6531			
	Heating/Cooling Repairs and Maintenance	6546			
	Snow Removal	6548			
	Vehicle & Maint. Equip. Oper. and Repair	6570			
	Misc. Operating & Maintenance Expenses	6590			
Total Operating & Maintenance Expenses	6500T	22085	13714	16221	
Taxes and Insurance 6700	Real Estate Taxes	6710	982	1021	1286
	Payroll Taxes (Project's share)	6711	801	663	989
	Property and Liability Insurance (Hazard)	6720	4057	3638	4515
	Fidelity Bond Insurance	6721	76		
	Workmen's Compensation	6722	248	209	283
	Health Insurance & Other Employee Benefits	6723	455	479	592
	Misc. Taxes, Licen., Permits, & Insurance	6790	163	198	249
	Total Taxes & Insurance	6700T	6783	6208	7915
Financial Expenses 6800	Interest on Mortgage Payable	6820			
	Interest on Notes Payable (Long-Term) *	6830			
	Interest on Notes Payable (Short-Term) *	6840			
	Mortgage Insurance Premium/Service Charge	6850			
	Miscellaneous Financial Expenses	6890			
	Total Financial Expenses	6800T			
Expenses 6900	Nursing Homes/ Assisted Living/ Board & Care/ Other Elderly Care/ Coop/ Other Revenues	6900			
	Total Cost of Operations	6000T	69737	52009	65564
	Reserve for Replacements Dep. Required		5476	3500	12756
	Principal Payments Required				
	Debt Service for other approved loans				
	Debt Service Reserve (if required)				
	General Operating Reserve (Coops)				
	Total Cash Requirements		75213	55509	78320
	Less Total Revenue		71095	61688	78454
	Net Cash Surplus (Deficiency)		-4118	6179	135

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1003, 1012; 31 U.S.C. 3729, 3802)
(Signature) _____ Date (mm/dd/yyyy) **09-27-2017**

2:33 PM

02/14/18

Accrual Basis

AHO, Inc./StarThistle Apartments

Profit & Loss

October 2016 through September 2017

Oct '16 - Sep 17

Income

5100T- Rent Revenue	
5120 - Tenant Rent	25,967.00
5121 - Tenant HAP Pymts	41,871.00
5190 - Manager's Apt	6,168.00
Total 5100T- Rent Revenue	74,006.00
5290 - Vacancy	-640.51
5400T- Financial Revenue	
5410 - Interest Income	3.32
5430 - Int Inc Residual Receipt	1.23
5440 - Int Inc Replace Reserve	4.25
Total 5400T- Financial Revenue	8.80
5900T- Other Revenue	
5910 - Laundry Revenue	642.33
Total 5900T- Other Revenue	642.33
Total income	74,016.62

Expense

6263T - Admin Expenses	
6203 - Conventions & Train	448.24
6310 - Office Salaries	753.05
6311 - Office Expenses	967.92
6360 - Telephone	1,150.75
6320 - Management Fee	5,040.00
6330 - Manager Wages	7,954.44
6331 - Manager's Apt	6,168.00
6350 - Audit Expense	4,700.00
6351 - Accounting Fee	1,728.00
6390 - Misc Admin Exp	1,264.21
Total 6263T - Admin Expenses	30,174.61
6400T - Utilities Expense	
6450 - Electricity	2,221.22
6451 - Water	2,757.10
6453 - Sewer	4,521.45
Total 6400T - Utilities Expense	9,499.77
6500T - Oper & Maint Exp	
6510 - Payroll	34.37
6515 - Supplies	2,986.61
6520 - Contracts	
6522 - Landscaping	3,695.00
6520 - Contracts - Other	18,266.62
Total 6520 - Contracts	21,961.62
6525 - Garbage	2,076.42
6599 - Reserve Expenses	2,416.00
Total 6500T - Oper & Maint Exp	29,475.02

2:33 PM

02/14/18

Accrual Basis

AHO, Inc./StarThistle Apartments

Profit & Loss

October 2016 through September 2017

	Oct '16 - Sep 17
6700T - Taxes & Insurance	
6710 - Real Estate Taxes	1,021.48
6711 - Payroll Taxes	820.34
6720 - Prop & Liability Ins	3,716.74
6722 - Worker's Comp	255.44
6723 - Employee Benefits	686.21
6790 - Tax, Lic, Permits & Ins	235.00
6791 - D & O Ins	1,021.50
Total 6700T - Taxes & Insurance	7,756.71
Total Expense	76,906.11
Net Income	-2,889.49

ASHLAND HOUSING OPPORTUNITIES, INC.
HUD PROJECT NO. 126-HD021-CMI

STATEMENTS OF FINANCIAL POSITION
As of September 30, 2016 and 2015

Account No.	ASSETS	<u>2016</u>	<u>2015</u>
	<u>CURRENT ASSETS</u>		
1120	Cash in Bank - Operating	\$ 5,212	20,510
1130	Tenant Receivable	134	382
1140	HUD HAP Receivable	55	0
1200	Prepaid Expenses	<u>480</u>	<u>478</u>
1100T	Total Current Assets	5,881	21,370
	<u>DEPOSITS HELD IN TRUST</u>		
1191	Security Deposits	2,391	2,391
	<u>RESTRICTED DEPOSITS (Note 3)</u>		
1310	Insurance Escrow	5,206	5,183
1320	Reserve for Replacements	28,445	25,484
1340	Residual Receipts Reserve	<u>6,206</u>	<u>2,751</u>
1300T	Total Restricted Deposits	39,857	33,418
	<u>PROPERTY AND EQUIPMENT (Note 1)</u>		
1410	Land	135,463	135,463
1420	Building and Improvements	661,510	661,510
1465	Equipment	<u>17,384</u>	<u>17,384</u>
1400T	Total Fixed Assets	814,357	814,357
1495	Accumulated Depreciation	<u>(490,613)</u>	<u>(471,266)</u>
1400N	Net Fixed Assets	323,744	343,091
	<u>OTHER ASSETS</u>		
1520	Org. Costs (net of \$20,513 & \$19,399 amortization)	<u>24,494</u>	<u>25,607</u>
1500T	Net Other Assets	<u>24,494</u>	<u>25,607</u>
1000T	TOTAL ASSETS	<u>\$ 396,367</u>	<u>\$ 425,877</u>

ASHLAND HOUSING OPPORTUNITIES, INC.
HUD PROJECT NO. 126- HD021-CMI

STATEMENTS OF FINANCIAL POSITION (continued)
As of September 30, 2016 and 2015

Account No.	LIABILITIES AND NET ASSETS (DEFICIT)	<u>2016</u>	<u>2015</u>
	<u>CURRENT LIABILITIES</u>		
2110	Accounts Payable - Trade	\$ 10,632	\$ 6,476
2110	Operating Accounts Payable – Options for Southern OR	7,443	10,519
2150	Accrued Property Taxes	209	209
2210	Prepaid Rent	<u>13</u>	<u>0</u>
2122T	Total Current Liabilities	18,297	17,204
	<u>OTHER LIABILITIES</u>		
2191	Tenant Security Deposits	2,213	2,243
	<u>LONG-TERM LIABILITIES</u>		
2320	Mortgage Payable – HUD (Note 2)	<u>773,200</u>	<u>773,200</u>
2300T	Total Long-Term Liabilities	773,200	773,200
2000T	TOTAL LIABILITIES	793,710	792,647
	<u>NET ASSETS</u>		
3131	Unrestricted Net Assets	<u>(397,343)</u>	<u>(366,770)</u>
3130	Total Net Assets	<u>(397,343)</u>	<u>(366,770)</u>
2033T	TOTAL LIABILITIES & NET ASSETS	<u>\$ 396,367</u>	<u>\$ 425,877</u>

ASHLAND HOUSING OPPORTUNITIES, INC.
HUD PROJECT NO. 126- HD021-CMI

STATEMENTS OF ACTIVITIES
For the Years Ended September 30, 2016 and 2015

Account	<u>No.</u>	<u>REVENUE</u>	<u>2016</u>	<u>2015</u>
	5120	Tenant Rent	\$ 30,458	\$ 30,683
	5121	Rent Assistance Payments	41,686	41,461
	5100T	Total Rent	<u>72,144</u>	<u>72,144</u>
	5220	Vacancy	<u>(1,672)</u>	<u>(1,873)</u>
	5152N	Net Rental Revenue	70,472	70,271
	5410	Interest Income – Project Operations	5	4
	5430	Interest Income - Residual Receipts	1	3
	5440	Interest Income - Replacement Reserve	5	5
	5400T	Total Interest Revenue	<u>11</u>	<u>12</u>
	5910	Laundry and Other Revenue	563	603
	5920	Damages and Cleaning	<u>50</u>	<u>11</u>
	5900T	Total Other Revenue	<u>613</u>	<u>614</u>
	5000T	TOTAL REVENUE	71,096	70,897
		<u>EXPENSES</u>		
	6203	Conventions & Training	0	0
	6310	Office Salaries	803	749
	6311	Office Expense	2,461	2,825
	6320	Management Fee	6,508	6,448
	6330	Wages-Manager	7,688	7,435
	6331	Rent-Free Apartment to Manager	6,012	6,012
	6350	Audit Fee	4,700	4,700
	6351	Accounting Fees	2,228	1,728
	6390	Residual Receipts Recapture by HUD	0	7,789
	6390	Misc. Admin	<u>1,348</u>	<u>375</u>
	6263T	Total Administrative Expenses	31,748	38,061
	6450	Electricity	2,390	2,196
	6451	Water	2,503	3,487
	6453	Sewer	<u>4,228</u>	<u>3,973</u>
	6400T	Total Utilities Expense	9,121	9,656

ASHLAND HOUSING OPPORTUNITIES, INC.

HUD PROJECT NO. 126- HD021-CMI

STATEMENTS OF ACTIVITIES (continued)
For the Years Ended September 30, 2016 and 2015

Account No.	EXPENSES (continued)	<u>2016</u>	<u>2015</u>
6510	Repairs & Maintenance - Payroll	\$ 0	\$ 0
6515	Repairs & Maintenance - Supplies	4,266	6,699
6520	Repairs & Maintenance - Contracts	27,261	13,230
6525	Garbage	<u>2,031</u>	<u>1,996</u>
6500T	Total Operating & Maintenance	33,558	21,925
6710	Property Tax	982	950
6711	Payroll Taxes	801	778
6720	Insurance	3,099	3,025
6722	Workmen's Compensation	248	272
6723	Health Insurance & Other Employee Benefits	455	494
6790	Miscellaneous Taxes, Licenses, Permits & Insurance	<u>1,197</u>	<u>1,076</u>
6700T	Total Taxes and Insurance	6,782	6,595
6000T	Total Cost of Operations before Depreciation/Amortization	<u>81,209</u>	<u>76,237</u>
5060T	Profit (Loss) before Depreciation/Amortization	(10,113)	(5,340)
6600	Depreciation	19,347	19,935
6610	Amortization	1,113	1,113
5060N	Operating Profit or (Loss)	(30,573)	(26,388)
3247	Change in Net Assets	(30,573)	(26,388)
S1100-060	Unrestricted Net Assets (Deficit) at Beginning of Year	<u>(366,770)</u>	<u>(340,382)</u>
3131	Unrestricted Net Assets at End of Year	<u>\$ (397,343)</u>	<u>\$ (366,770)</u>

Balance Sheet

As of September 30, 2017

Sep 30, 17

ASSETS

Current Assets

Checking/Savings

1120 - Operating Checking	2,681.26
112S - Operating Savings	28.19
1191c - Tenant Sec Deposits	5.46
1191 - Tenant Sec Deposits	2,421.43
1310 - Insurance Reserve	5,862.88
1320 - Replacement MM	21,690.98
1320 - Replacement Reserve	728.89
1340 - Residual Receipt Reserve	104.54
1345 - Residual Receipts MM	6,102.36

Total Checking/Savings 39,625.99

Accounts Receivable

1130 - Rent Receivable	176.00
1140 - Accounts Receivable	79.00

Total Accounts Receivable 255.00

Other Current Assets

1200 - Prepaid Insurance	94.76
1210 - Prepaid Expense Other	94.00

Total Other Current Assets 188.76

Total Current Assets

40,069.75

Fixed Assets

1400 - Fixed Assets

1410 - Land	135,463.00
1420 - Building & Improve	661,510.00
1450 - Furniture & Equipment	5,604.00
1465 - Equipment	11,780.31

Total 1400 - Fixed Assets 814,357.31

1495 - Accum Depreciation -490,613.04

Total Fixed Assets

323,744.27

Other Assets

1520 - Organization Costs	475.00
1590 - Start-Up Cost	44,531.00
1890 - Accum Amortization	-20,512.64

Total Other Assets 24,493.36

TOTAL ASSETS

388,307.38

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2110 - A/P - Operations	7,042.66
-------------------------	----------

Total Accounts Payable 7,042.66

Other Current Liabilities

2111- A/P - Options	1,468.24
2130 - Accrued Expenses	4,200.00
2150 - Accrued Prop Taxes	209.00
2191 - Deposits Held	2,420.42

Total Other Current Liabilities 8,297.66

Total Current Liabilities

15,340.32

3:52 PM

02/13/18

Accrual Basis

AHO, Inc./StarThistle Apartments

Balance Sheet

As of September 30, 2017

Sep 30, 17

Long Term Liabilities	
2320 - Note Payable - HUD	773,200.00
Total Long Term Liabilities	773,200.00
Total Liabilities	788,540.32
Equity	
3130 - Retained Earnings	-459,409.30
3140 - Opening Bal Equity	63,711.85
3150 - Prior Period Adust	-1,646.00
Net Income	-2,889.49
Total Equity	-400,232.94
TOTAL LIABILITIES & EQUITY	388,307.38

Vacancy Listing

StarThistle Apartments
 1971 Siskiyou Blvd
 Ashland, OR 97520

Reporting Period: 01/01/2017 through 12/31/2017

2/13/2018

12:15PM

Page 1 of 1

Unit No.	Size	Previous Tenant	MO Code	Sub Type	Monthly GRP As of MO Date	Move-Out Date	Move-In Date	# Days Vacant * Report Overall	Vacancy Loss
12	EFF	VACANT	12	HUD	0	01/01/2015	-----	365 1,095	0.00
01	1BR	THOMAS PORTER	3	HUD	514	02/28/2017	03/09/2017	8 8	132.65
08	1BR	CURTIS HOWE	3	HUD	514	03/31/2017	05/01/2017	30 30	514.00

Vacancy Summary for ... 01/01/2017 through 12/31/2017 (365 Total Days)

Total \$ 646.65

Unit Size	Total Units	# Units Vacant	# Days Vacant	Vacancy Rate	(MO Code) Move-Out Code Column Definitions ...
EFF	1	1	365	100.00%	1 - Owner initiated for nonpayment of rent 2 - Owner initiated - Other 3 - Tenant initiated - Other 4 - Death of sole family member 5 - Unit Transfer between two projects 6 - Reserved for TRACS use only 7 - Abandoned Unit 8 - Failure to submit SSN 9 - Uninhabitable Unit 10 - Substantial Rehab or Repair - Tenant will return 11 - RAD to Housing Choice Voucher 12 - RD/MKT/LIHTC Move-Out or N/A
1BR	11	2	38	0.95%	
2BR	0	0	0	0.00%	
3BR	0	0	0	0.00%	
4BR	0	0	0	0.00%	
5BR	0	0	0	0.00%	
6BR	0	0	0	0.00%	
Totals	12	3	403	9.20%	

* # Days Vacant ... Report Column - # of Days unit was Vacant within the Reporting Period defined.
 Overall Column - # of Days unit was Vacant overall through actual Move-In Date displayed or Reporting Period End Date defined.

Move-In Listing

StarThistle Apartments
1971 Siskiyou Blvd
Ashland, OR 97520

Reporting Period: 01/01/2017 through 12/31/2017

2/13/2018
12:15PM

Page 1 of 1

Unit No.	Size	Tenant Name	Age	Sub Type	Move-In Date	Tenant Rent	RA/Subsidy	Gross Income
01	1BR	Kristin Cutler	29	HUD	03/09/2017	258	342	13,578
08	1BR	Stefhan Richardson	31	HUD	05/01/2017	348	252	16,017



February 13, 2018

Ms. Linda Reid
Housing Program Specialist
City of Ashland
Department of Community Development
20 East Main Street
Ashland, OR 97520

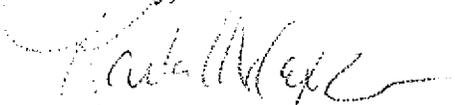
Re: CDBG Funding Proposal

Dear Ms. Reid:

This letter confirms the commitment of Options for Southern Oregon (Options) to provide appropriate and supportive services for residents of Ashland Housing Opportunities' StarThistle Apartments. This housing complex provides housing for adults with severe and persistent mental illness. Options supports the request for CDBG funding to replace the existing roof and fascia, as well as paint the building to preserve the life span of the property.

Options has managed this Ashland property located at 1971 Siskiyou Boulevard for 20 years. We are dedicated to the principle that residents should be housed in safe, affordable housing in the most independent environment. StarThistle is part of Options' housing program, which includes many facilities in Southern Oregon. Options has extensive experience in both developing housing opportunities and providing supportive services. Residents at StarThistle receive supportive services based on individual needs and have a significant level of experience addressing resident tenancy issues. Our housing program creates safe, secure, affordable and attractive non-institutional housing for low-income individuals.

Sincerely,


Karla McCafferty
Executive Director

Administration
1215 SW G St.
Grants Pass, OR 97526
Ph. 541.476.2373
Fax 541.476.1526

Child/Family Services
1181 SW Ramsey
Grants Pass, OR 97527
Ph. 541.476.2373
Fax 541.479.2450

Adult Services
1545 Harbeck Rd.
Grants Pass, OR 97527
Ph. 541.476.2373
Fax 541.955.7444

Medical Records
1545 Harbeck Rd.
Grants Pass, OR 97527
Ph. 541.476.2373
Fax 541.295.3069

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
2 JAPANIA CIRCLE
MONTEREY PARK, CA 91755-7431

DEPARTMENT OF THE TREASURY

Date: APR 11 1997

ASHLAND HOUSING OPPORTUNITIES INC.
1215 S.W. G ST.
GRANTS PASS, OR 97526

Employer Identification Number:

Case Number:
957057009

Contact Person:
EO CUSTOMER SERVICE

Contact Telephone Number:
(213) 894-2289

Accounting Period Ending:
September 30

Foundation Status Classification:
509(a)(2)

Advance Ruling Period Begins:
July 31, 1996

Advance Ruling Period Ends:
September 30, 2000

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in section 509(a)(2).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the

Letter 1045 (DO/CG)

ASHLAND HOUSING OPPORTUNITIES INC.

may also charge this penalty if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c)(3) of the Code. To assure your continued exemption, you should keep records to show that funds are spent only for those purposes. If you distribute funds to other organizations, your records should show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), you must have evidence that the funds will remain dedicated to the required purposes and that a recipient will use the funds for those purposes.

If you distribute funds to individuals, you should keep case histories showing the recipients' names, addresses, purposes of awards, manner of selection, and relationship (if any) to members, officers, trustees or donors of funds to you, so that you can substantiate upon request by the Internal Revenue Service any and all distributions you made to individuals. (Revenue Ruling 56-304, C.B. 1956-2, page 306.)

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

CERTIFICATE

State of Oregon

OFFICE OF THE SECRETARY OF STATE
Corporation Division

I, *PHIL KEISLING*, Secretary of State of Oregon, and Custodian of the Seal of said State, do hereby certify:

ASHLAND HOUSING OPPORTUNITIES, INC.

was
incorporated
under the Oregon
Nonprofit Corporation Act
on
July 31, 1996

and is active on the records of the Corporation Division as
of the date of this certificate.



*In Testimony Whereof, I have hereunto set
my hand and affixed hereto the Seal of the
State of Oregon.*

PHIL KEISLING, Secretary of State

By *Debbie Virag*
Debbie Virag
March 11, 1998

CITY OF ASHLAND
2017 Program Year
CDBG APPLICATION CHECKLIST

In order to determine compliance with all applicable HUD regulations and to help to ensure that projects will be eligible for CDBG funding, the City of Ashland will need to address all HUD requirements. The purpose of this checklist is to point out areas where potential problems could arise. Obviously, this is a comprehensive list, which must evaluate a wide array of different kinds of proposals. Therefore, not every item will be applicable to every project. **Please fill it out entirely indicating all items which are not applicable and include it as part of your proposal application.**

A. Applicant's Background	Yes	No	N/A
1. Is the applicant a legal non-profit organization or unit of government?	✓		
2. Do the proposed clients or users of the project meet HUD Income Guidelines (see page 10 for guidelines)?	✓		
3. Does applicant have the capability to maintain written income documentation?	✓		
4. Has the applicant made a legal or financial commitment to a proposed project?		✓	
5. Is the applicant primarily a religious organization?		✓	
6. Has the applicant administered a CDBG project previously?	✓		
7. Is your agency willing and able to provide all required reports and accountability to the City as required by HUD?	✓		
B. Project Location and Land Use Issues	Yes	No	N/A
1. Has a location for the project been selected?	✓		
2. Is the proposed project within the Ashland City limits?	✓		
3. Does the proposed project meet local zoning and land use laws?	✓		
4. Are any land use permits such as a Site Review, partition, annexation or Conditional Use Permit required?		✓	
5. Have these approvals been obtained?			✓
6. Does the project comply with current building code requirements?	✓		
7. Does the project meet handicapped accessibility requirements?	✓		

C. Environmental Issues	Yes	No	N/A
1. Is the project located in the 100-year floodplain?		✓	
2. Is a wetland located on the project site?		✓	
3. Has any environmental contamination been identified on the project site?		✓	
4. Has asbestos been identified on the project site?		✓	
5. If project involves an exiting structure, was it built 1978 or earlier? If year built is known, please specify.			✓
6. Is the proposed project located on a major arterial or near the railroad?		✓	
7. Is the proposed project located adjacent to an above ground flammable storage tank?		✓	
8. Does the proposed project involve a structure that is 50 years or older?		✓	
9. Will the applicant complete a Phase I environmental review upon receiving a CDBG award?			✓
D. Labor Requirements	Yes	No	N/A
1. Does the project involve construction over \$2,000 in cost?	✓		
2. Will the project trigger Davis-Bacon wage requirements?	✓		
3. Will the project trigger BOLI wage requirements?		✓	
4. Does the project involve over \$18,703 in City awarded grants or contracts?	✓		
E. Displacement and Relocation	Yes	No	N/A
1. Will tenants be displaced by the project?		✓	
2. Will a business be displaced by the project?		✓	
3. Will housing units be demolished or converted?		✓	
F. Property Data	Yes	No	N/A
1. Does the applicant own the property by fee simple title?	✓		
2. Are taxes on the property current?	✓		
3. Is insurance current?	✓		
4. What is the current debt against the property?	\$773,200		
5. What is the current use of the property?	Housing		
6. Has an appraisal on the property been conducted? If yes, what is the assessed value of the property?	✓		\$837,946

Form A-1
To be completed for Development or Rehabilitation Proposals

Housing Proposals

Activity	Start Date	Completion Date
Site Planning & Development		
Option	N/A	N/A
Site Acquisition	N/A	N/A
Plan Development	N/A	N/A
Pre-application	N/A	N/A
Land Use Approval	N/A	N/A
Construction Plans	N/A	N/A
Final Bids	05/01/18	05/01/18
Contractor Selection	06/01/18	06/15/18
Building Permits	N/A	N/A
Grant applications		
local		02/16/18
state	N/A	N/A
federal	N/A	N/A
Non-government	N/A	N/A
other	N/A	N/A
Loan Applications		
Construction loan	N/A	N/A
Permanent	N/A	N/A
Construction Phase		
Construction	06/29/18	09/30/18
Certificate of Occupancy	N/A	N/A

Please provide your best (realistic) date estimates regarding the project schedule

Form B-1
To be completed for Development or Rehabilitation Proposals

Uses of Funding

Housing Proposals

	Total Cost	CDBG Request	Other Source(s)
Acquisition Costs			
Land	N/A	N/A	N/A
Improvements	\$55,170	\$49,653	\$5,517
Liens and other Taxes	N/A	N/A	N/A
Closing costs	N/A	N/A	N/A
Off-Site costs	N/A	N/A	N/A
Other	N/A	N/A	N/A
SUBTOTAL	\$55,170	\$49,653	\$5,517
Development Costs			
Land Use Approvals	N/A	N/A	N/A
Building Permits/fees (Include Engineering and Community Development Fees)	N/A	N/A	N/A
System Development Charges (SDCs)	N/A	N/A	N/A
Relocation Costs	N/A	N/A	N/A
Environmental Report / Lead Based Paint Clearance	N/A	N/A	N/A
Soils Report	N/A	N/A	N/A
Survey	N/A	N/A	N/A
Marketing	N/A	N/A	N/A
Insurance	N/A	N/A	N/A
Other	N/A	N/A	N/A
Fees			
Architectural/Engineering	N/A	N/A	N/A
Legal/Accounting	N/A	N/A	N/A
Appraisals	N/A	N/A	N/A
Lender fees	N/A	N/A	N/A
Construction Loan	N/A	N/A	N/A
Permanent Loan	N/A	N/A	N/A
Tax Credit Fees	N/A	N/A	N/A
Developer Fee	N/A	N/A	N/A
Consultant Fee	N/A	N/A	N/A
Other	N/A	N/A	N/A
TOTAL	\$55,170	\$49,653	\$5,517

Form C

SOURCE(S) OF FUNDS FOR OPERATING EXPENSES WORKSHEET
 Completeness of this worksheet establishes the capacity of the organization to sustain the operations of the program(s).

Sources	Secured	Conditional (awarded with conditions)	Tentative	Commitment Date
Federal Grants				
State Grants				
Local Grants				
Non Governmental Grants				
Donations/Gifts				
Applicant Contribution				
Program Income				
Loans				
Other (specify)				
Other (specify)				
TOTAL				

Please provide a description the timeline of loan and grant application dates as related to the proposed project. Specifically, for any tentative funding sources please provide application dates, award dates and funding availability dates.

We are not applying for CDBG funding for operating expenses. Please see the attached project budget.

Form D
DISCLOSURE OF INTERESTS

To assist the City of Ashland in determining whether there may be a potential conflict of interest related to the expenditure of Community Development Block Grant funds we request the following information be provided by applicants:

ORGANIZATION NAME:

Ashland Housing Opportunities, Inc.

- Organization is:
- 1. Corporation ()
 - 2. Non-Profit 501C3
 - 3. Partnership ()
 - 4. Sole Owner ()
 - 5. Association ()
 - 6. Other () _____

DISCLOSURE QUESTIONS

If additional space is necessary, please attach a separate sheet.

1. State the names of each "employee" of the City of Ashland having a financial or personal interest in the above mentioned "organization" or project proposed.
Name, Job Title and City Department

2. State the name(s) of any current or prior elected or appointed "official", of the City of Ashland having a potential "financial interest" in the organization or project.
Name/Title

3. Provide the names of each "board member" of the Organization seeking CDBG funding
Name Board, Commission, or Committee (may be attached as a separate Sheet)

- 1 Jan Janssan, President _____
- 2 Michael Bianca, Vice President _____
- 3 Dan Rowe, Secretary/Treasurer _____
- 4 Janet Sneider-Brown _____
- 5 Fred Berger _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____
- 11 _____
- 12 _____
- additional _____

If the applicant has provided names in question 1 or 2, please provide details regarding any known potential conflicts of interest in an attached narrative.